



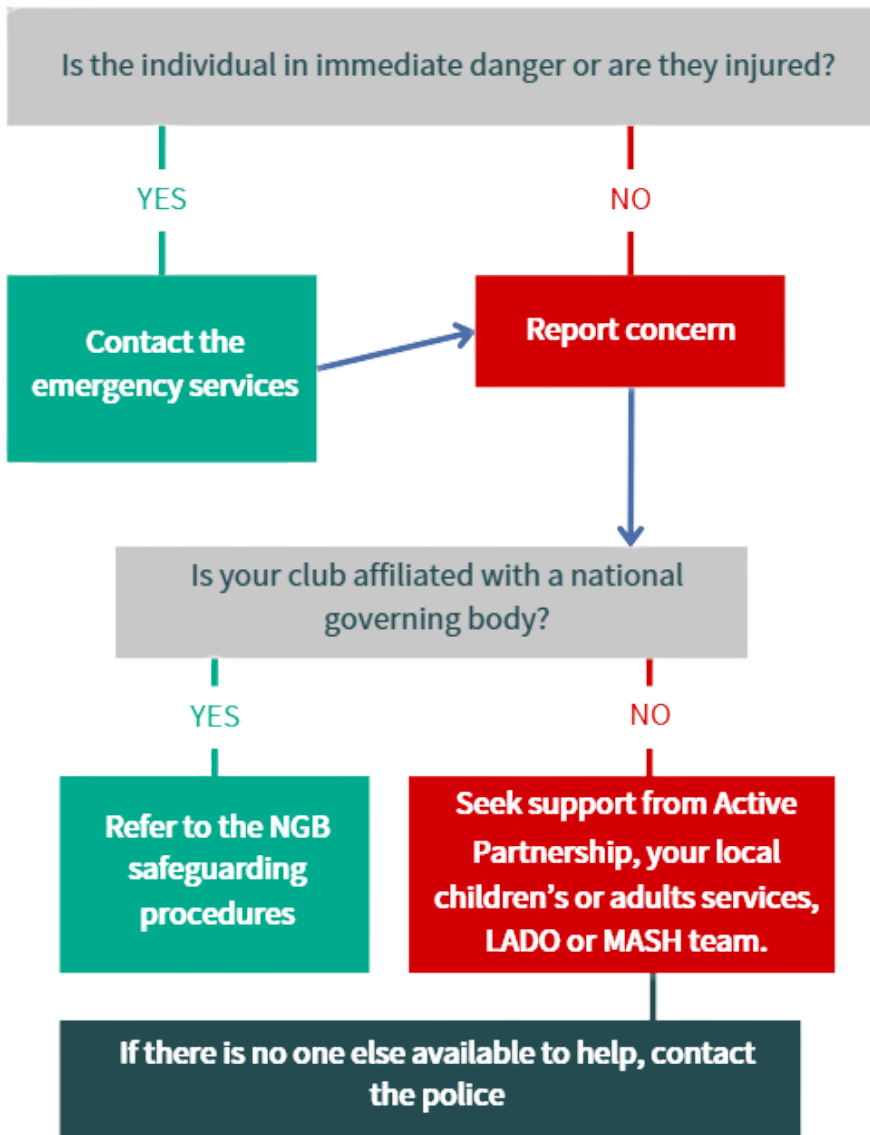
Active
Lancashire

Info for Clubs



How to report a concern?

Simplified version of the process provided by NSPCC, CPSU and UK Coaching



Active Lancashire deliver training for those involved in clubs and community groups, around safeguarding and welfare cultures. For more information, scan the QR codes below.



Safeguarding and Protecting Children



Safeguarding Adults



Time to Listen

Tips for Reporting

- Report as soon as possible to keep information fresh and clear in your mind
- Include the names and contact details of anyone involved
- Keep it factual and source your evidence. Be concise
- Use the individual's words and try not to rephrase into your words
- Keep records in chronological order of events, including who you've informed and when

So when should I report a concern?



The simple answer is, if you have a concern about the health or wellbeing of an individual raise it, no matter how trivial you think it might be. It's always better to have a record of a concern you have than do nothing.

What to Report

- Abuse (sexual, physical, emotional, financial etc)
- Bullying/Harassment
- Inappropriate behaviour/language
- Mental health issue including self-harm & suicidal thoughts
- Neglect inc. self-neglect
- Discrimination (racism, sexism, homophobia, transphobia, ageism etc.)
- Limiting access to water, toilets etc.

The list above is not a comprehensive list but gives an idea of the type of things we should recognise and report in our clubs or organisations.

Inclusion isn't 'woke' it is the foundation of any club

How can diversity and inclusion be embedded into Sport & Physical Activity?

Inclusive Policies & Frameworks

Clubs and community groups should develop and implement inclusive policies that address volunteer and participant recruitment, community engagement and expected behaviours. They should provide guidance on creating and sustaining an inclusive culture, where everyone can feel welcome and valued.



Diverse Leadership & Decision making

Diverse leadership ensures that various perspectives are considered in planning and development. Clubs and community groups should actively seek diverse representation or perspectives among coaches, committee and members. This will also inform participants that they are recognised and valued.



Mentorship & Chances to Connect

Having mentors or "buddies" within your activity encourages participants to share experiences and knowledge which can support with skill development and confidence. Individuals from diverse backgrounds, who perhaps feel they are in the minority can also use it as an opportunity to build connections with similar individuals.



Accessible Facilities & Activities

Having accessible facilities sends a clear message about who is welcome in your space. While many clubs and community groups may not own their own spaces, there are still small steps that can be taken to address obstacles that hinder participation, such as having ramps, inclusive changing rooms, bespoke equipment and so on.



Education & Training for All

Upskilling coaches, volunteers and participants helps raise awareness around key topics such as unconscious bias, neurodiversity, disability inclusion and much more. By raising awareness among those accessing your spaces and activities you can start to boost the inclusive nature of your organisation in collaboration.



Inclusive Communications

It's good practice to ensure that websites, apps and other online platforms are accessible, such as displaying an accessibility statement on your website. Investing in assistive technology will help individuals with disabilities to make the adjustments they need to access information according to their preferences or needs.



Wellbeing Wall

An initiative we have seen in various sports clubs and community spaces are walls or noticeboards used for inspiration, motivation and a focus on member wellbeing.

Have you got a similar space in your venue?
How do you show that you value your members' wellbeing?

Below are some examples of what we've seen included on the wellbeing walls.

WHO TO GO TO
WITH A PROBLEM

Tips & Tricks
for Welfare

**QUESTIONS FOR
SELF REFLECTION
E.G WHAT INSPIRES
YOU?**

**Wellbeing
activities
and quizzes**

**motivational
quotes**

**celebrate
succeses,
individual &
group**

**Where to find
important
documents
and
procedures**